



A private, nonprofit
organization providing
development and emergency
assistance to Africa
since 1970.

Health and HIV/AIDS Technical Specialist, Africare Washington DC

Africare is an independent, non-profit organization working to improve the quality of life of the people in Africa. Since 1970, we have worked in partnership with Africa to build sustainable, healthy and productive lives and communities, lending our voice to African development and policy issues. Headquartered in Washington, DC with an international staff of over 1200 working in 20 countries, Africare is a leader in aid to Africa as well as the largest non-governmental organization working exclusively in Africa. Because Africare *specializes* in Africa, our staff and other supporters bring superior technical skills, as well as a deep emotional commitment to Africa's people, heritage, current challenges and future potential.

Africare seeks a Technical Specialist to provide technical support and assistance in the design, implementation, reporting and monitoring and evaluation of Health and HIV/AIDS projects and activities in several areas, including: maternal and child health; reproductive health and family planning, non-communicable diseases and general community-based primary health care. Reporting to the Deputy Director and as a team member of Africare's Office of Health & HIV/AIDS (OHHA)'s team, the technical specialist will provide expert technical guidance, monitoring, and technical support to Africare at its headquarters and in the field with country teams, technical counterparts, Ministries of Health, and donors.

The Technical Specialist will also assist in ensuring linkage and integration of these activities with the ongoing health activities in countries where Africare is present. S/he will provide support to Country Programs in developing staff and partner capacity, helping to identify, document and disseminate lessons learned and best practices, ensuring program quality and promoting strategic growth in Health and HIV programming. S/He will be responsible for keeping Country Program staff up to date on new initiatives or relevant technical policies and guidance been developed.

S/he will exercise independent judgment in planning and carrying out tasks, in serving OHHA's priorities at critical technical and policy forums, in resolving problems and conflicts, and in taking steps necessary to meet deadlines.

Specifically, the technical specialist will provide expert guidance to assigned country teams for the development of annual country operational plans. Additionally, the specialist will monitor and track progress of plans and activities, and facilitate exchanges between countries in order to share experiences, materials and capabilities. S/he will contribute to the development of OHHA's strategic plan, and be willing to travel at least 30% of the time in the field to monitor project activities

Responsibilities

Program/project development and design

- Provide support in the design and review of technically and programmatically sound grant applications (and private project proposals) that reflect industry best practice, agency learning, local realities, meet donor requirements and priorities, and are consistent with agency policies.
- Advise and assist Country teams in the recruitment of Health and HIV Program Managers, Technical Advisors or Chiefs of Parties (CoPs), and mentor health staff through regular e-mail and Skype / phone communication, as well as during country visits.

- In coordination with the Africare's Business Development and Marketing Unit, advice and assist Country Directors (CDs) and CoPs on growth opportunities, including strategic positioning.
- Advice and assist Country Programs in designing, implementing and learning from evidence based innovative strategies, pilot interventions and operations research.
- Work with in country staff to identify new business opportunities that will complement ongoing activities, including the development of strategic partnerships with other organizations.

Program Implementation and Oversight

- Assist in the development and review of high quality technical project detailed implementation plans in collaboration with assigned country office staff
- Help Africare field offices and partners to: identify and apply best practices, innovations and lessons learned from other projects and countries; scale up successful programs and models.
- Develop (or assist) and review of project reports (quarterly, annual, evaluation, and others), ensuring that they are of top quality and technically sound, before it is submitted to donors.
- Ensure that the donor administrative policies and regulations are adhered to in grant implementation.
- Stay abreast of state of the art developments in quality standards and innovations relative to HIV/AIDS and health programming, including donor strategies and guidelines
- Support Country Programs in documenting and disseminating innovative approaches, tools, guidance and curricula.
- Take an active role in promoting implementation of new Health strategies and in collaborating with Africare's Agriculture and Water & Sanitation Units in exploring cross-sectoral linkages for locally-appropriate, effective and sustainable nutrition programming.
- Participate in technical organizations meetings, and conferences to share and promote Africare project experiences and successes.
- In consultation with field staff, help promote the work of Africare in Health and HIV/AIDS through increased publication of Africare strategies.

Program Monitoring & Evaluation

- In coordination with the M&E unit, advise and assist Country Programs in designing and implementing Health and HIV monitoring and evaluation systems; quality baseline, mid-term and final evaluations of programs; in utilizing results and learning to inform program directions; and in documenting and disseminating results within the organization and outside as appropriate.
- Provide technical support to regional and project staff to ensure adherence to established implementation plans
- Conduct regular visits of assigned countries to perform assessments, situation analysis, design projects, monitor and evaluate program achievement and seek solutions to any technical and programmatic problems
- Identify and propose solutions to problems/barriers pertaining to monitoring and evaluation, as they arise, and alert the Director of OHHA in a timely manner.

Qualifications

- A medical/nursing/midwifery degree plus. An advanced degree in Public Health, nutrition, HIV/AIDS or a related field. At least 5 years professional experience in international health development either as a technical advisor or health program manager.
- A proven record of working with multiple funding agencies including USG, Global Fund and other public and private donors in Africa.
- Demonstrated experience in designing, implementing and monitoring health and HIV/AIDS and integrated program activities.

- Proven technical expertise and experience working with USAID-funded projects in at least three of the following technical areas: reproductive health, maternal and child health, malaria, behavior change communication, and HIV.
- Two - five years experience living and working in a developing country, on health related projects.
- Experience in project design and management, M&E, and performance assessment as part of ongoing efforts to improve aid effectiveness.
- Familiarity with international health, development issues and the international donor community.
- Experience developing logical frameworks, and program management tools preferred.
- Ability to work effectively in partnership with a variety of audiences and organizations.

Skills

- Excellent oral and written communication skills in English including the capacity to prepare and deliver formal presentations on project progress and results. Ability to speak French or Portuguese would be a plus.
- Strong analytical skills, sound judgment and the capacity to think and plan strategically. Interest and capacity to learn about new areas, a plus.
- Excellent interpersonal communication, networking and negotiation skills, including working in teams in a cross-cultural context. Facilitation skills a strong plus.
- Ability to trouble shoot and problem solve, especially in situations of partner/donor dissatisfaction in the field.
- Basic knowledge of spreadsheets and budgeting.
- Must be eligible to work in the United States of America.

Africare offers a competitive salary along with a benefits package that includes 22 to 27 days of paid time off, retirement plans with a generous employer contribution, and health plans for medical and prescription drugs.

Applications should include a resume and cover letter. In the cover letter (of no more than two pages in length) the candidate should briefly describe his or her motivation for the position and highlight relevant experience. If emailing, use the following format in the subject line: first name and last name, job title of position you are applying for.

Please send CVs to techservicesjobs@africare.org, including "**Health and HIV/AIDS Technical Specialist**" in the subject line.

Closing date – Friday, October 21, 2011. Please note that only candidates who are under serious consideration will be contacted.